

Directions for completing Olathe East Orchestra Forms for the 2024-2025 School Year

Log into your Touchbase account. <https://ks-olathe.intouchrecepting.com/>

*Select the appropriate student and then select the 'Registrations' tab.

*In the Registrations tab-

Click on the blue 'Register' button to the right of 'Olathe East Orchestra Forms for the 2023-24 School Year'. Click on the blue 'Manage' button.

- Complete the Transportation, and Substance Abuse forms by selecting the 'Fill Out' button after each document. Make sure both forms are filled in and signed by a parent/guardian and the student. Additionally, the top of the Transportation Consent Form should have at least one box checked. Select the 'Submit' button at the bottom of each form.
- Once completed the documents will show status as 'Pending Approval'. Once reviewed by the Activities Secretary the status will change to 'Approved'.

Forms should be completed no later than **Saturday, August 31st.**